

## 4. Scientific and Technical Reports

### **A. Entire Reports**

- Sample Citation and Introduction
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- Examples

### **B. Parts of Reports**

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

## A. Sample Citation and Introduction to Citing Entire Reports

The general format for a reference to a report, including punctuation:

### - written and published by the sponsoring organization:

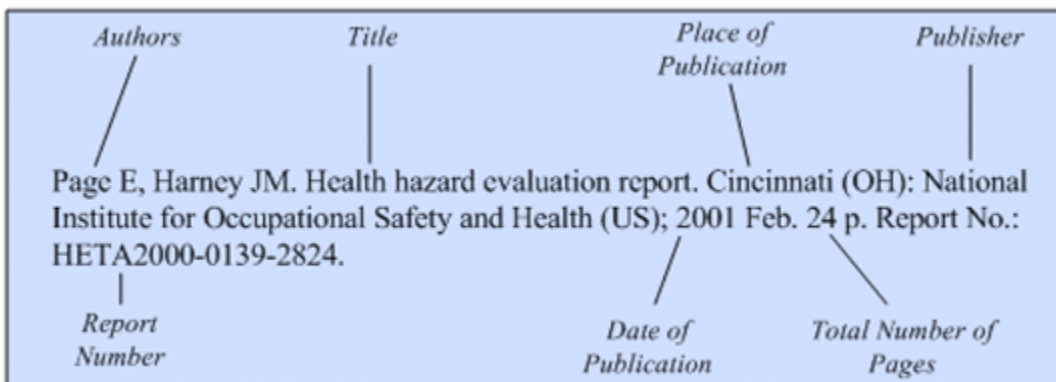


Illustration of the general format for a reference to a report written and published by the sponsoring organization.

### - written by the performing organization and published by the sponsoring organization:

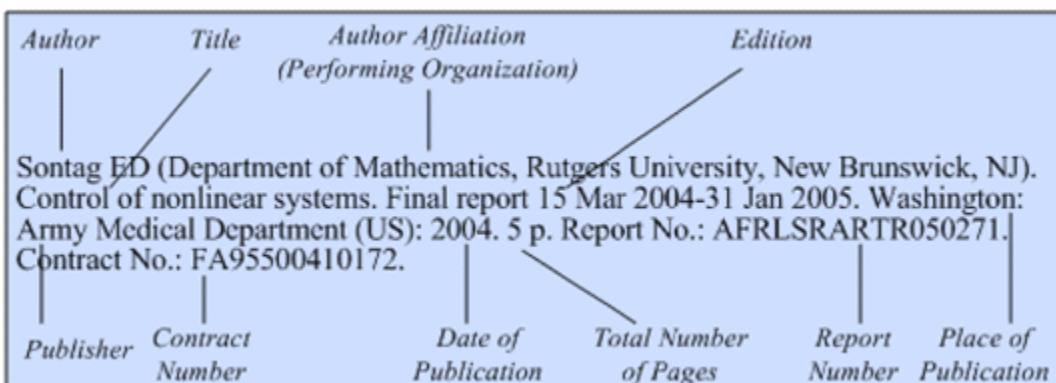
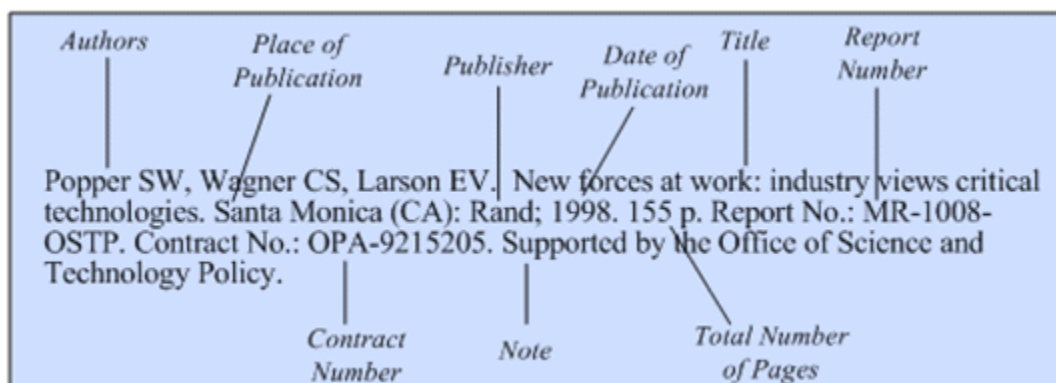


Illustration of the general format for a reference to a report written by the performing organization and published by the sponsoring organization.

### - written and published by the performing organization:



### **Illustration of the general format for a reference to a report written and published by the performing organization.**

#### Examples of Citations to Entire Reports

A technical report, also called a scientific report, is defined by NISO [<http://www.niso.org/>] Z39.29 as "A separately issued record of research results, research in progress, or other technical studies". Governmental agencies, usually at the federal or state level, issue most technical reports, but reports also originate from universities and other types of research institutions. Technical reports share many characteristics with the books described in Chapter 2 and its subsections. The major differences in citing them are in their authorship, the provision of sponsorship information, and the inclusion of any report, contract, and grant numbers.

In citing a technical report, it is important to identify both the sponsoring organization (i.e., the organization that funded the research), and the performing organization (i.e., the organization that conducted the research), and to determine which of them actually published the report. In some cases, the same organization both sponsors and performs the research. For example, the National Cancer Institute has intramural scientists and may publish their work in report format. Often, however, the sponsoring organization provides funds to another organization that actually performs the research. These funds are disbursed through grants and contracts. When this occurs, either the sponsoring organization or the performing organization may publish the report. Thus, there are three possible scenarios for publication of a technical report. It may be:

- Written and published by the sponsoring organization.
- Written by the performing organization and published by the sponsoring organization.
- Written and published by the performing organization.

Some technical reports will have the same type of edition statement found in books, such as "2nd ed." However, most technical reports use such wording as "Annual Report," "Final Report" and "Interim Report" to express edition. The time period covered by the report is also often included in the edition statement. For example, Final report 15 Mar 2004-31 Jan 2005.

A citation to a technical report must always include any report numbers provided in the publication, and contract and grant numbers should also be included. Begin with the report number, if present, then follow with any contract or grant number. Precede all of these numbers with the appropriate phrase identifying them, such as "Report No.:". "

US government technical reports are usually distributed by the National Technical Information Service (NTIS) or the US Government Printing Office (GPO) rather than the agency issuing the report. Adding distributor information to a citation, including any accession number provided, can aid the user in obtaining a copy of the report. Note that NTIS and GPO are distributors, not publishers. See the information under Notes below for further information on including distributor information.

The chief source for information about a report is its title page. The back of the title page, called the verso or copyright page, and the cover of the report are additional sources of authoritative information not found on the title page. Many reports also carry a "Report Documentation Page" (Standard Form 298), inserted either after the verso or at the back of the document. See NISO Z39.18 *Scientific and Technical Reports* and NISO Z39.23 *Standard Technical Report Number Format and Creation* for further details (both available from NISO [<http://www.niso.org/>]).

See also Chapter 18 and Chapter 22 for information on citing technical reports published in CD-ROM or on the Internet.

Continue to Citation Rules with Examples for Entire Reports.

Continue to Examples of Citations to Entire Reports.

## Citation Rules with Examples for Entire Reports

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Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Edition (R) | Editor and Other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Pagination (O) | Physical Description (O) | Series (O) | Report Number (R) | Contract Number or Grant Number (O) | Language (R) | Notes (O)

### Author/Editor for Reports (required)

#### General Rules for Author/Editor:

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn KH or van der Horn KH; De Wolf F or de Wolf F or DeWolf F.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
- End author/editor information with a period

#### Specific Rules for Author/Editor:

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)
- Non-English words for editor
- Organizations as author
- No author can be found
- Options for author names

#### Examples for Author/Editor:

1. Standard report written and published by the sponsoring organization
2. Standard report written by the performing organization and published by the sponsoring organization
3. Standard report written and published by the performing organization
4. Report with optional full given names
5. Report with optional limit to the first three authors (use "et al" or "and others")
6. Report with a designation of family rank in the author name

7. Report with author and translator
8. Report with authors and an editor
9. Report with editors instead of authors
10. Report with editors and translators
11. Report with an organization as the author or editor
12. Report with government agency as the author
13. Report with authors from both the performing and sponsoring organizations
14. Report with no author provided

## Author Affiliation for Reports (optional)

### General Rules for Author Affiliation:

- Provide the affiliation for reports authored by the performing organization unless the performing organization is also the publisher
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Enter address information after the last named author unless authors represent more than one organization; see Authors from more than one organization below
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period

### Specific Rules for Author Affiliation:

- E-mail address given
- Abbreviations in affiliations
- Organizational names for affiliations not in English
- Names for cities and countries not in English
- Authors from more than one organization

### Examples for Author Affiliation:

2. Standard report written by the performing organization and published by the sponsoring organization
13. Report with authors from both the performing and sponsoring organizations

## Title for Reports (required)

### General Rules for Report Title:

- Enter the title of a report as it appears in the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- Translate titles not in English into English, whenever possible; place the translation in square brackets

- End a title with a period unless a question mark or exclamation point already ends it or a Type of Medium follows it

### Specific Rules for Report Title:

- Titles not in English
- Titles in more than one language
- Titles containing a Greek letter, chemical formula, or another special character

### Examples for Report Title:

15. Report in a language other than English
16. Report in two or more equal languages
17. Report with a title containing a chemical formula, Greek letter, or other special character
18. Report in a microform

## Type of Medium for Reports (required)

### General Rules for Type of Medium:

- Indicate the specific type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) following the title when a report is published in a microform
- Place the name of the medium in square brackets and end with a period, such as [microfiche].
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 15 for reports in audiovisual formats and Chapter 18 and Chapter 22 for reports in electronic formats

### Specific Rules for Type of Medium:

- Report titles ending in punctuation other than a period
- Report titles not in English

### Examples for Type of Medium:

18. Report in a microform

## Edition for Reports (required)

### General Rules for Edition:

- Indicate the edition/version being cited after the title (and type of medium if present) when a report is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

### Specific Rules for Edition:

- Abbreviation rules for editions
- Editions with dates

- Non-English words for editions

### Examples for Edition:

19. Report with an edition

## Editor and other Secondary Authors for Reports (optional)

### General Rules for Editor and other Secondary Authors:

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
- Place the names of secondary authors after the title, following any Type of Medium and Edition statement
- Use the same rules for the format of names presented in Author above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

### Specific Rules for Editor and other Secondary Authors:

- More than one type of secondary author
- Secondary author performing more than one role
- Organization as editor
- Non-English names for secondary authors

### Examples for Editor and other Secondary Authors:

- 8. Report with authors and an editor
- 9. Report with editors instead of authors
- 10. Report with editors and translators
- 11. Report with an organization as the author or editor

## Place of Publication for Reports (required)

### General Rules for Place of Publication:

- Place is defined as the city where the report was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

### Specific Rules for Place of Publication:

- Non-US cities



- Joint publication
- Multiple places of publication
- No place of publication can be found

### Examples for Place of Publication:

20. Report place of publication with geographic qualifier added for clarity
21. Report with place of publication inferred

## Publisher for Reports (required)

### General Rules for Publisher:

- Record the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found there
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: Harvard Medical School, Department of Genetics.
- End publisher information with a semicolon

### Specific Rules for Publisher:

- Abbreviated words in publisher names
- Non-English publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

### Examples for Publisher:

22. Report with publisher with subsidiary division
23. Report with governmental or national agency as publisher
24. Report with joint publication

## Date of Publication for Reports (required)

### General Rules for Date of Publication:

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them to the first three letters, such as Jan
- End date information with a period

### Specific Rules for Date of Publication:

- Multiple years of publication
- Non-English names for months
- Seasons instead of months

- No date of publication, but a date of copyright
- No date of publication can be found
- Options for date of publication

### **Examples for Date of Publication:**

25. Report with year and month of publication
26. Report with no date of publication, but a date of copyright

## **Pagination for Reports (optional)**

### **General Rules for Pagination:**

- Provide the total number of pages on which the text of the report appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p
- For reports published in more than one physical volume, cite the total number of volumes instead of the number of pages, such as 4 vol.
- End pagination information with a period

### **Specific Rules for Pagination:**

- Roman numerals for pages
- No numbers appear on the pages of the report

### **Examples for Pagination:**

27. Report with volumes instead of page numbers
28. No page numbers appear on the report

## **Physical Description for Reports (optional)**

### **General Rules for Physical Description:**

- Give information on the physical characteristics if a report is published in a microform (microfilm, microfiche, etc.), such as 3 microfiche: black & white, 2 x 4 in. Such information will help the reader select the appropriate equipment with which to view the microform.

### **Specific Rules for Physical Description:**

- Language for describing physical characteristics

### **Examples for Physical Description:**

18. Report in a microform

## **Series for Reports (optional)**

### **General Rules for Series:**

- Begin with the name of the series
- Capitalize only the first word and proper nouns

- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

### **Specific Rules for Series:**

- Multiple series

### **Examples for Series:**

29. Report in a series

31. Report and other numbers and a series

## **Report Number for Reports (required)**

### **General Rules for Report Number:**

- Give the report number as it appears on the publication, using whatever capitalization and punctuation are found there
- Precede the number with the wording Report No.: and a space
- End the number with a period

### **Specific Rules for Report Number:**

- Grant or contract number as well as report number

### **Examples for Report Number:**

30. Report with report, contract, and grant numbers

31. Report with numbers and a series

## **Contract Number or Grant Number for Reports (optional)**

### **General Rules for Contract Number or Grant Number:**

- Give the contract or grant number as it appears on the publication, using whatever capitalization and punctuation are found there
- Precede the number with the wording Contract No.: or Grant No.: and a space
- End the number with a period

### **Specific Rules for Contract Number or Grant Number:**

- Report number as well as grant or contract number
- Both a contract number and a grant number
- Multiple contract or grant numbers

### **Examples for Contract Number or Grant Number:**

30. Report with report, contract, and grant numbers

31. Report with numbers and a series

## Language for Reports (required)

### General Rules for Language:

- Give the language of publication if other than English
- Capitalize the language name
- Follow the language name with a period

### Specific Rules for Language:

- Reports appearing in more than one language

### Examples for Language:

15. Report in a language other than English
16. Report in two or more equal languages

## Notes for Reports (optional)

### General Rules for Notes:

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

### Specific Rules for Notes:

- Reports available from NTIS or GPO
- Reports accompanied by a videocassette, CD-ROM, DVD, etc.
- Other types of material to include in notes

### Examples for Notes:

32. Reports available from NTIS or GPO
33. Report with sponsorship note
34. Report accompanied by another medium
35. Report with other types of notes

## Examples of Citations to Entire Reports

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### 1. Standard report written and published by the sponsoring organization

Page E, Harney JM. Health hazard evaluation report. Cincinnati (OH): National Institute for Occupational Safety and Health (US); 2001 Feb. Report No.: HETA2000-0139-2824. 24 p.

Barker B, Degenhardt L. Accidental drug-induced deaths in Australia 1997-2001. Sydney (Australia): University of New South Wales, National Drug and Alcohol Research Centre; 2003. 46 p.

### 2. Standard report written by the performing organization and published by the sponsoring organization

Sontag ED (Department of Mathematics, Rutgers University, New Brunswick, NJ). Control of nonlinear systems. Final report 15 Mar 2004-31 Jan 2005. Washington: Army Medical Department (US); 2004. 5 p. Report No.: AFRLSRARTR050271. Contract No.: FA95500410172.

Newberry SJ, editor (Southern California/RAND Evidence-based Practice Center, Los Angeles, CA). Effects of omega-3 fatty acids on lipids and glycemic control in type II diabetes and the metabolic syndrome and on inflammatory bowel disease, rheumatoid arthritis, renal disease, systemic lupus erythematosus, and osteoporosis. Rockville (MD): Department of Health and Human Services (US), Agency for Healthcare Research and Quality; 2004 Mar. 145 p. Contract No.: 290-02-0003.

### 3. Standard report written and published by the performing organization

Popper SW, Wagner CS, Larson EV. New forces at work: industry views critical technologies. Santa Monica (CA): Rand; 1998. 155 p. Report No.: MR-1008-OSTP. Contract No.: OPA-9215205. Supported by the Office of Science and Technology Policy.

Moscovice IS. Rural health networks: evolving organizational forms & functions. Minneapolis (MN): University of Minnesota, School of Public Health, Rural Health Research Center; 2003. 47 p. Grant No.: 032659. Supported by the Robert Wood Johnson Foundation.

### 4. Report with optional full given names

**Persing, David H.** Biomarker development for TLR4 agonists. Annual report. Seattle (WA): CORIXA Corporation; 2004 Oct. 76 p. Contract No.: DAMD17-03-C-0089. Funded by the US Army Medical Research and Materiel Command, Ft. Detrick, MD.

**Price, Kay; Brown, Lyn Hepburn; Reddin, Edith.** Agency nurses and careworkers putting quality use of medicines into action: Quality Use of Medicines Evaluation Program. Final report. Adelaide (Australia): University of South Australia, Centre for Research into Nursing and Health Care; 2002. 275 p.

### 5. Report with optional limit to the first three authors (use "et al" or "and others")

**Cohen JT, Duggar K, Gray GM, et al.** Evaluation of the potential for bovine spongiform encephalopathy in the United States. Boston: Harvard School of Public Health, Center for Risk Analysis; 2001 Nov. 116 p. Report No.: PB2002-108684. Supported by the US Department of Agriculture.

## 6. Report with a designation of family rank in the author name

Gostin LO, **Hodge JG Jr** (Georgetown University Law Center, Center for Law and the Public's Health, Washington, DC). State public health law assessment report. Seattle (WA): Washington University, Turning Point National Program Office; 2002 Apr. 51 p. Sponsored by the Turning Point Public Health Statute Modernization National Excellence Collaborative; publication supported by a grant from the Robert Wood Johnson Foundation.

**Donohue JJ 3rd**, Levitt SD. Legalized abortion and crime. Stanford (CA): Stanford Law School; 1999. 57 p. (Stanford public law and legal theory working paper; no.1).

## 7. Report with author and translator

**Framarin A**. First-trimester prenatal screening for Down syndrome and other aneuploidies. **Wickens M, translator**. Montreal (QC): Agence d'Evaluation des Technologies et des Modes d'Intervention en Sante (CA); c2003. 81 p. Report No.: AETMIS 03-01.

## 8. Report with authors and an editor

**Rosenbaum, S, Smith BM, Shin P, Zakheim MH, Shaw K, Sonosky CA, Repasch L**. Negotiating the new health system: a nationwide study of Medicaid managed care contracts. 2nd ed. **Johnson K, editor**. Washington: George Washington University Medical Center, Center for Health Policy Research; c1998. 2 vols.

## 9. Report with editors instead of authors

**Reid PP, Compton WD, Grossman JH, Fanjiang G, editors**. Building a better delivery system: a new engineering/health care partnership. Washington: National Academies Press; 2005. 262 p. Grant No.: 044640. Contract No.: N01-OD-42139. Supported by the National Science Foundation, the Robert Wood Johnson Foundation, and the National Institutes of Health.

**Newberry SJ, editor** (Southern California/RAND Evidence-based Practice Center, Los Angeles, CA). Effects of omega-3 fatty acids on lipids and glycemic control in type II diabetes and the metabolic syndrome and on inflammatory bowel disease, rheumatoid arthritis, renal disease, systemic lupus erythematosus, and osteoporosis. Rockville (MD): Department of Health and Human Services (US), Agency for Healthcare Research and Quality; 2004 Mar. 145 p. Contract No.: 290-02-0003.

## 10. Report with editors and translators

**Pinkau K, Ronn O, editors**. Environmental standards: scientific foundations and rational procedures of regulation with emphasis on radiological risk management. **Jager G, Kais-Heinrich S, translators**. Berlin (Germany): Berlin Academy of Sciences and Technology; 1998. 393 p.

**Chun MN, editor and translator**. Must we wait in despair: the 1867 report of the Ahahui Laau Lapaau of Wailuku, Maui on native Hawaiian health. Honolulu: First People's Productions; 1994. 318 p.

## 11. Report with an organization as the author or editor

**Task Force on Accreditation of Health Professions Education**. Strategies for change and improvement: the report of the Task Force on Accreditation of Health Professions Education. San Francisco: University of California, San Francisco, Center for the Health Professions; 1999 Jun. 86 p.

**Johns Hopkins University, School of Hygiene and Public Health, Environmental Health Tracking Project Team (Baltimore, MD)**. America's environmental health gap: why the country needs a nationwide health tracking network; technical report. Baltimore (MD): Pew Environmental Health Commission; 2000 Sep. 92 p.

Lewin Group, Inc. (Falls Church, VA). Assessment of approaches to evaluating telemedicine. Final report. Washington: Department of Health and Human Services (US), Office of the Assistant Secretary for Planning and Evaluation; 2000 Dec. 63 p. Report No.: PB2002101110. Contract No.: HHS-10-97-0012.

Advisory Committee on Existing Chemicals of Environmental Relevance, editor. Naphthalin. Hicks R, translator. Weinheim (Germany): VCH; c1992. 155 p.

## 12. Report with government agency as the author

National High Blood Pressure Education Program (US). The fourth report on the diagnosis, evaluation, and treatment of high blood pressure in children and adolescents. Rev. ed. Bethesda (MD): National Heart, Lung, and Blood Institute (US); 2005. 48 p. (NIH publication; no. 05-5267).

## 13. Report with authors from both the performing and sponsoring organizations

Thompson LA, Chhikara RS (School of Natural and Applied Sciences, University of Houston, Clear Lake, TX); Conklin J (Lyndon B. Johnson Space Center, Houston, TX). Cox proportional hazards models for modeling the time to onset of decompression sickness in hypobaric environments. Houston (TX): National Aeronautics and Space Administration (US), Lyndon B. Johnson Space Center; 2003 Mar. 39 p. Report No.: NASA/TP-2003-210791. Grant No.: NASA 9-1083. Basic funding support provided by the Institute for Space Systems Operations of the University of Houston.

## 14. Report with no author provided

2004 national healthcare disparities report. Rockville (MD): Department of Health and Human Services (US), Agency for Healthcare Research and Quality; 2004 Dec. 227 p. (AHRQ publication; no. 05-0014).

The world health report 2003: shaping the future. Geneva: World Health Organization; 2003. 193 p.

## 15. Report in a language other than English

Contreras A, Drabo Y, Shimp L, de Quinteros P, Linares MA. L'operationnalisation a l'echelle des pratiques familiales clés en matière de santé et de nutrition de l'enfant: le rôle du changement des comportements. Washington: Agency for International Development (US); 2004 Apr. 40 p. Report No.: PB2005-104459. French.

Eidgenössische Volkszählung 1990: die Wohnbevölkerung der Gemeinden. Bern (Switzerland): Bundesamt für Statistik; 1993. 154 p. German, French, Italian.

*with translation*

Contreras A, Drabo Y, Shimp L, de Quinteros P, Linares MA. L'operationnalisation a l'echelle des pratiques familiales clés en matière de santé et de nutrition de l'enfant: le rôle du changement des comportements [Operationalizing key family practices for child health and nutrition at scale: the role of behavior change]. Washington: Agency for International Development (US); 2004 Apr. 40 p. Report No.: PB2005-104459. French.

Eidgenössische Volkszählung 1990: die Wohnbevölkerung der Gemeinden [Federal population census 1990: the population of communities]. Bern (Switzerland): Bundesamt für Statistik; 1993. 154 p. German, French, Italian.

## 16. Report in two or more equal languages

Biotechnology and the health of Canadians: a report from the Canadian Biotechnology Advisory Committee on biotechnology and health innovations; opportunities, challenges, and public policy = Biotechnologie et la sante des Canadiens: rapport du Comite Consultatif Canadien de la Biotechnologie sur la biotechnologie et l'innovation dans le domaine de la sante; aspects prometteurs, de fis et politique publique. Ottawa (ON): Canadian Biotechnology Advisory Committee; 2004 Dec. 181 p. English, French.

Euler M. Genitale Verstummelung von Madchen und Frauen: Situationsbericht aus dem Sudan = Female genital mutilation: a report on the present situation in Sudan = Mutilations sexuelles chez les fillettes et les femmes: rapport sur l'etat de la situation au Soudan. Aachen (Germany): Missio Aachen; 2002. 60 p. German, English, French.

*with translation included*

Mesle F, Shkol'nikov V, Hertrich V, Vallin J. Tendances recentes de la mortalite par cause en Russie 1965-1994 = Sovremennye tendentsii smertnosti po prichinam smerti v Rossii 1965-1994 [Recent trends in mortality by cause in Russia, 1965-1994]. Paris: Institut National d'Etudes Demographiques; 1996. 140 p. French, Russian.

## 17. Report with a title containing a chemical formula, Greek letter, or other special character

*Greek letters may be written out if special fonts are not available*

Dutch Expert Committee on Occupational Standards. Lindane ( $\gamma$ -hexachlorocyclohexane): health-based recommended occupational exposure limit. The Hague (Netherlands): Health Council of the Netherlands; 2001 Dec 6. 124 p.

*or*

Dutch Expert Committee on Occupational Standards. Lindane (gamma-hexachlorocyclohexane): health-based recommended occupational exposure limit. The Hague (Netherlands): Health Council of the Netherlands; 2001 Dec 6. 124 p.

*Superscripts/subscripts may be enclosed within parentheses if fonts are not available*

Doebler JA. Autoradiographic localization of [<sup>125</sup>I]-ricin in lungs and trachea of mice following an aerosol inhalation exposure. Aberdeen Proving Ground (MD): Army Medical Research Institute of Chemical Defense (US); 1996. 8 p. Report No.: USAMRICD-TR; 96-03.

*or*

Doebler JA. Autoradiographic localization of [(125)I]-ricin in lungs and trachea of mice following an aerosol inhalation exposure. Aberdeen Proving Ground (MD): Army Medical Research Institute of Chemical Defense (US); 1996. 8 p. Report No.: USAMRICD-TR; 96-03.

## 18. Report in a microform

Chaturvedi AK, Smith DR, Canfield DV. Blood carbon monoxide and hydrogen cyanide concentration in the fatalities of fire and non-fire associated civil aviation accidents, 1991-1998 [microfiche]. Final report. Washington: Federal Aviation Administration (US), Office of Aviation Medicine; 2000. 1 microfiche: black & white, negative, 4 x 6 in.



## 19. Report with an edition

Persing DH. Biomarker development for TLR4 agonists. **Annual report**. Seattle (WA): CORIXA Corporation; 2004 Oct. 76 p. Contract No.: DAMD17-03-C-0089. Funded by the US Army Medical Research and Materiel Command, Ft. Detrick, MD.

Thomas C, Butler J, Davies M, Johnson R, editors. State injury indicators report: 1999 data. **2nd ed**. Atlanta (GA): Centers for Disease Control and Prevention (US), National Center for Injury Prevention and Control; 2004 Feb. 108 p.

National High Blood Pressure Education Program (US). The fourth report on the diagnosis, evaluation, and treatment of high blood pressure in children and adolescents. **Rev. ed**. Bethesda (MD): National Heart, Lung, and Blood Institute (US); 2005. 48 p. (NIH publication; no. 05-5267).

## 20. Report place of publication with geographic qualifier added for clarity

Barker B, Degenhardt L. Accidental drug-induced deaths in Australia 1997-2001. **Sydney (Australia)**: University of New South Wales, National Drug and Alcohol Research Centre; 2003. 46 p.

Grady SJ. A national survey of methyl *tert*-butyl ether and other volatile organic compounds in drinking-water sources: results of the random survey. **East Hartford (CT)**: US Geological Survey; 2003. 85 p. (Survey water-resources investigations; no. 02-4079U).

## 21. Report with place of publication inferred

Griffith University, Faculty of Nursing and Health (Queensland, Australia). Advanced nursing practice for rural and remote Australia: final report to the National Rural Health Alliance Inc. **[Deakin West (Australia)]**: National Rural Health Alliance (AU); 1998 Feb. 74 p.

## 22. Report with publisher with subsidiary division

Wainer J. New voices in rural medical practice: analysis of qualitative data from the National Rural General Practice Study. Traralgon (Australia): **Monash University, School of Rural Health**; 2002. 57 p. Grant No.: 751. Sponsored by the General Practice Evaluation Program, Department of Health and Ageing, Australia.

## 23. Report with governmental or national agency as publisher

Waksberg J, Levine DB, Marker D (Westat, Inc., Rockville, MD). Assessment of major federal data sets for analyses of Hispanic and Asian or Pacific Islander subgroups and Native Americans: extending the utility of federal data bases. Washington: **Department of Health and Human Services (US), Office of the Assistant Secretary for Planning and Evaluation**; 2002.

van deWater HP, Boshuizen HC, Perenboom RJ. Health expectancy of the Dutch population. Bilthoven (Netherlands): **National Institute of Public Health and Environmental Protection (NL)**; 1995. 21 p. Report No.: 431501009.

## 24. Report with joint publication

Monahan C, Szpur MV, Evans M, Craik D, Kubale MG, Maloney MM. Focus on Children community planning manual: needs assessment and health planning for children, including children with special health care needs. Rev. ed. Chicago: **University of Illinois at Chicago, Division of Specialized Care for Children**; 1996 Oct. 136 p. Grant No.: DHHS/PHS/HRSA MCJ-175005. **Joint publication of the Division of Family Health, Illinois Department of Public Health, Springfield**.

## 25. Report with year and month of publication

Gardner GG, Allan JH, Dempsey MF (Department of Clinical Physics, West Glasgow Hospitals, Glasgow, Scotland). ADAC Forte with 3/8" and 5/8" crystal comparison: gamma camera performance assessment. London: Great Britain, Medical Devices Agency; 2001 Dec. 33 p. Report No.: MDA 01150.

## 26. Report with no date of publication, but a date of copyright

Framarin A. First-trimester prenatal screening for Down syndrome and other aneuploidies. Wickens M, translator. Montreal (QC): Agence d'Evaluation des Technologies et des Modes d'Intervention en Sante (CA); c2003. 81 p. Report No.: AETMIS 03-01.

Rosenbaum S, Smith BM, Shin P, Zakheim MH, Shaw K, Sonosky CA, Repasch L. Negotiating the new health system: a nationwide study of Medicaid managed care contracts. 2nd ed. Johnson K, editor. Washington: George Washington University Medical Center, Center for Health Policy Research; c1998. 2 vols.

## 27. Report with volumes instead of page numbers

World drug report 2004. Vienna (Austria): United Nations, Office on Drugs and Crime; 2004. 2 vol.

## 28. No page numbers appear on the report

Keiding N, Fine JP, Carstensen L, Slama R. Accelerated failure time regression for backward recurrence times and current durations. Copenhagen (Denmark): University of Copenhagen, Department of Biostatistics; 2005. 13 leaves. Report No.: 05/4.

## 29. Report in a series

Mann C, Cox L, Ross DC. Making the link: strategies for coordinating publicly funded health care coverage for children. Isaacson SK, Rutherford M, editors. Rockville (MD): Department of Health and Human Services (US), Agency for Healthcare Research and Quality, User Liaison Program; 2000. 35 p. (AHRQ publication; no. 00-0014).

Burt CW, Arispe IE. Characteristics of emergency departments serving high volumes of safety-net patients: United States, 2000. Hyattsville (MD): National Center for Health Statistics (US); 2004. 16 p. (DHHS publication; no. (PHS) 2004-1726); (Vital and health statistics. Series 13, Data from the National Health Care Survey; no. 155).

## 30. Report with report, contract, and grant numbers

Moscovice IS. Rural health networks: evolving organizational forms & functions. Minneapolis (MN): University of Minnesota, School of Public Health, Rural Health Research Center; 2003. 47 p. Grant No.: 032659. Supported by the Robert Wood Johnson Foundation.

Farley D, Morton SC, Damberg CL, Fremont A, Berry SH, Greenberg M, Sorbero M, Teleki SS, Ricci K, Pollock N. Assessment of the national patient safety initiative: context and baseline evaluation report 1. Santa Monica (CA): RAND Corporation; 2005. 112 p. Report No.: TR-203-AHRQ. Contract No.: 290-02-0010. Sponsored by the US Agency for Healthcare Research and Quality.

Thompson LA, Chhikara RS (School of Natural and Applied Sciences, University of Houston, Clear Lake, TX); Conklin J (Lyndon B. Johnson Space Center, Houston, TX). Cox proportional hazards models for modeling the time to onset of decompression sickness in hypobaric environments. Houston (TX): National Aeronautics and Space Administration (US), Lyndon B. Johnson Space Center; 2003 Mar. 39 p. Report No.: NASA/TP-2003-210791. Grant No.: NASA 9-1083.

### 31. Report with numbers and a series

MacLean CH, Issa AM, Mojica WA, Newberry SJ, Morton SC (Southern California Evidence-Based Practice Center/RAND, Santa Monica, CA). Effects of omega-3 fatty acids on cognitive function with aging, dementia, and neurological diseases. Rockville (MD): Department of Health and Human Services (US), Agency for Healthcare Research and Quality; 2005 Feb. 148 p. (Evidence report/technology assessment; no. 114). Report No.: AHRQPUB05E0112. Contract No.: DHHS290020003. Available from: NTIS, Springfield, VA; PB2005104600.

### 32. Reports available from NTIS or GPO

Ewing RE, Flournoy L, Wall J, Wild J, Crooks R (Texas Engineering Experiment Station, College Station, TX). Disaster Relief and Emergency Medical Services (DREAMS): Texas A&M digital EMS and the detection and remediation of chemical threat agents. Annual report 1 Oct 2003-30 Sep 2004. Washington: Department of the Army (US), Medical Division; 2004 Oct. 36 p. Contract No.: DAMD170020010. Available from: NTIS, Springfield, VA; ADA435629.

Boren JJ, Onken LS, Carroll KM, editors. Approaches to drug abuse counseling. Bethesda (MD): National Institute on Drug Abuse (US), Behavioral Treatment Development Branch; 2000 Jul. 129 p. (NIH publication; no. 00-4151). Available from: US Government Printing Office, Washington, DC; HE 20.3952:D 84/5.

### 33. Report with sponsorship note

Gostin LO, Hodge JG Jr (Georgetown University Law Center, Center for Law and the Public's Health, Washington, DC). State public health law assessment report. [Seattle (WA)]: Washington University, Turning Point National Program Office; 2002 Apr. 51 p. Sponsored by the Turning Point Public Health Statute Modernization National Excellence Collaborative; publication supported by a grant from the Robert Wood Johnson Foundation.

### 34. Report accompanied by another medium

Human energy requirements: report of a Joint FAO/WHO/UNU Expert Consultation on Human Energy Requirements. Rome (Italy): Food and Agricultural Organization of the United Nations; 2004. 96 p. (FAO food and nutrition series; 18133932). Accompanied by: 1 CD-ROM.

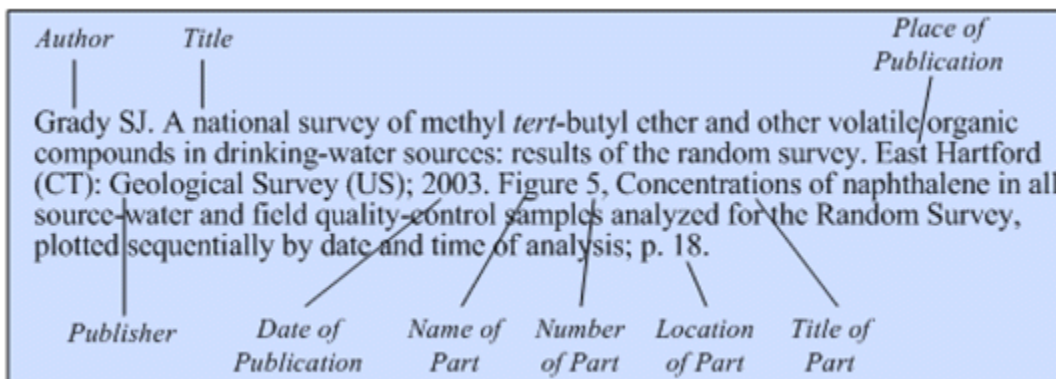
Mesle F, Shkol'nikov V, Hertrich V, Vallin J. Tendances recentes de la mortalite par cause en Russie 1965-1994 = Sovremennye tendentsii smertnosti po prichinam smerti v Rossii 1965-1994 [Recent trends in mortality by cause in Russia, 1965-1994]. Paris: Institut National d'Etudes Demographiques; 1996. 140 p. French, Russian. Accompanied by: 2 floppy disks.

### 35. Report with other types of notes

Rosenbaum S, Kamoie B, Collins C, Zuvekas A. Analysis of CareFirst's performance as a charitable not-for-profit health insurance company in the National Capital Area: report to the DC Appleseed Center for Law and Justice. Washington: George Washington University Medical Center, School of Public Health and Health Services, Center for Health Services and Policy; 2003 Oct. 62 p. This analysis focuses particularly on the District of Columbia and Northern Virginia.

## B. Sample Citation and Introduction to Citing Parts of Reports

The general format for a reference to a part of a report, including punctuation:



**Illustration of the general format for a reference to a part of a report.**

### Examples of Citations to Parts of Reports

Rather than citing a report as a whole, separately identified portions of a report may be cited. Chapters, sections, tables, charts, graphs, photographs, appendixes, and the like are considered parts of reports when they are written or compiled by the authors of the report.

In general, most modern texts have standardized to three types of parts: figures, tables, and appendixes. However, other names may be found for parts, including chapter, section, chart, graph, box, and photograph.

Because a reference should start with the individual or organization with responsibility for the intellectual content of the publication, begin a reference to a part of a report with the report itself, then follow it with the information about the part. See Chapter 2C Parts of Books for further details on citing parts.

For instructions on citing one volume of a report published in multiple volumes, see Chapter 2B Individual Volumes of Books (Chapter 2B(1) Individual Volumes With a Separate Title but Without Separate Authors/Editors or Chapter 2B(2) Individual Volumes With a Separate Title and Separate Authors/Editors) and examples 7-8 below.

Reports may contain charts, figures, and other illustrative material that have been reproduced with permission from other sources. Do not cite these as parts using the instructions presented here. Consult the original publication and cite the particular item from there.

Continue to Citation Rules with Examples for Parts of Reports.

Continue to Examples of Citations to Parts of Reports.

## Citation Rules with Examples for Parts of Reports

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Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Report (R) | Name and Number/Letter (R) | Title (R) | Location (Pagination) (R)

### Report (required)

- Cite the report according to Chapter 4A Entire Reports

### Name and Number/Letter of the Part for a Report (required)

#### General Rules for Name and Number/Letter:

- Enter the name of the part, such as Chapter, Table, Figure, or Appendix
- Do not abbreviate names. For example, convert Fig. to Figure.
- Follow the name with any accompanying number or letter, such as Chapter 12, Table 2, Figure 3.1, or Appendix A
- Use arabic numbers only. For example: convert VI or Six to 6.
- End name and number/letter information with a comma

#### Specific Rules for Name and Number/Letter:

- Non-English names for parts
- No letter or number follows the name
- No name appears

#### Examples for Name and Number/Letter:

1. Chapter in a report
2. Table in a report
3. Figure in a report
4. Appendix to a report
5. Other part of a report, with name and number/letter
6. Other part of a report, without name or number/letter
7. One volume of a report
8. Part of one volume of a report
9. Part of a report in language other than English

### Title of the Part for a Report (required)

#### General Rules for Title:

- Enter the title of the part as it appears in the report
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- End title information with a semicolon and a space

### Specific Rules for Title:

- Non-English titles for parts
- Titles containing a Greek letter, chemical formula, or other special character
- No title appears

### Examples for Title:

1. Chapter in a report
2. Table in a report
3. Figure in a report
4. Appendix to a report
5. Other part of a report, with name and number/letter
6. Other part of a report, without name or number/letter
7. One volume of a report
8. Part of one volume of a report
9. Part of a report in language other than English

## Location (Pagination) of the Part for a Report (required)

### General Rules for Location (Pagination):

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the part appears. Examples: p. 438 and p. 663-4.
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
- End page information with a period

### Specific Rules for Location (Pagination):

- Roman numerals for page numbers
- Part paginated separately
- No page numbers appear on the pages of the part

### Examples for Location (Pagination):

1. Chapter in a report
2. Table in a report
3. Figure in a report
4. Appendix to a report
5. Other part of a report, with name and number/letter
6. Other part of a report, without name or number/letter
7. One volume of a report
8. Part of one volume of a report

## Examples of Citations to Parts of Reports

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### 1. Chapter in a report

Reid PP, Compton WD, Grossman JH, Fanjiang G, editors. Building a better delivery system: a new engineering/health care partnership. Washington: National Academies Press; 2005. Grant No.: 044640. Contract No.: N01-OD-42139. Chapter 3, The tools of systems engineering; p. 27-62.

### 2. Table in a report

Beckles GL, Thompson-Reid PE, editors. Diabetes & women's health across the life stages: a public health perspective. Atlanta (GA): Centers for Disease Control and Prevention (US), National Center for Chronic Disease Prevention and Health Promotion, Division of Diabetes Translation; 2001. Table 5-1, Prevalence (%) of diagnosed and undiagnosed diabetes among adults aged 45-64 years, by race/Hispanic origin- United States, 1986-97; p. 108.

Thompson LA, Chhikara RS (School of Natural and Applied Sciences, University of Houston, Clear Lake, TX); Conklin J (Lyndon B. Johnson Space Center, Houston, TX). Cox proportional hazards models for modeling the time to onset of decompression sickness in hypobaric environments. Houston (TX): National Aeronautics and Space Administration (US), Lyndon B. Johnson Space Center; 2003 Mar. Report No.: NASA/TP-2003-210791. Grant No.: NASA 9-1083. Table 1b, Proportion of DCS by P2 and EXER; p. 5.

Monahan C, Szpur MV, Evans M, Craik D, Kubale MG, Maloney MM. Focus on Children community planning manual: needs assessment and health planning for children, including children with special health care needs. Rev. ed. Chicago: University of Illinois at Chicago, Division of Specialized Care for Children; 1996 Oct. Grant No.: DHHS/PHS/HRSA MCJ-175005. [Table], Ensuring family involvement checklist; p. 22.

### 3. Figure in a report

Grady SJ. A national survey of methyl *tert*-butyl ether and other volatile organic compounds in drinking-water sources: results of the random survey. East Hartford (CT): Geological Survey (US); 2003. Report No.: USGS-WRI024079. Figure 5, Concentrations of naphthalene in all source-water and field quality-control samples analyzed for the Random Survey, plotted sequentially by date and time of analysis; p. 18.

Townsend FF. The Federal response to Hurricane Katrina: lessons learned. Washington: The White House; 2006 Feb. Figure 1.2, Hurricane Katrina compared to hurricanes Ivan, Andrew, and Camille; p. 7.

Thomas C, Butler J, Davies M, Johnson R, editors. State injury indicators report: 1999 data. 2nd ed. Atlanta (GA): Centers for Disease Control and Prevention (US), National Center for Injury Prevention and Control; 2004 Feb. Figure 9b, Homicide indicator: homicide by sex, 1999; [1 p.].

### 4. Appendix to a report

Farley DO, Harris KM, Ashwood JS, Carlton J, Dydek G. The first year of the Medicare-DoD subvention demonstration: evaluation report for FY1999. Santa Monica (CA): RAND; 2000 Dec. Report No.: MR-1271.0-HCFA. Appendix A, Evaluation of the DoD-Medicare subvention demonstration; [4 p.].

Cohen JT, Duggar K, Gray GM, Kreindel S. Evaluation of the potential for bovine spongiform encephalopathy in the United States. Boston: Harvard School of Public Health, Center for Risk Analysis; 2001 Nov. Report No.: PB2002-108684. Appendix 3C, Description of model output tables and graphs; [7 p.].



## 5. Other part of a report, with name and number/letter

Children's environmental health: spotlight on the U.S.-Mexico border. Seventh report of the Good Neighbor Environmental Board to the President and Congress of the United States. Washington: Good Neighbor Environmental Board; 2004 Feb. Report No.: EPA 130-R-04-001. **Part 2, Recommendations for improving children's environmental health along the U.S.-Mexico border; p. 9-26.**

Wainer J. New voices in rural medical practice: analysis of qualitative data from the National Rural General Practice Study. Traralgon (Australia): Monash University, School of Rural Health; 2002. Grant No.: 751. **Question 29, Positive changes; p. 20-30.**

## 6. Other part of a report, without name or number/letter

New Jersey 2005 hospital performance report: a report on acute care hospitals for consumers. Trenton (NJ): New Jersey Department of Health and Senior Services; 2005. **Heart attack treatment scores; p. 4-5.**

National Research Council (US), Committee on National Needs for Biomedical and Behavioral Scientists. Addressing the nation's changing needs for biomedical and behavioral scientists. Washington: National Academy Press; c2000. **Setting stipends and other compensation; p. 57-8.**

## 7. One volume of a report

Healthcare hazard control: environmental safety and security in healthcare facilities. **Vol. 3, Analysis.** Plymouth Meeting (PA): ECRI; c2005.

The health care challenge: acknowledging disparity, confronting discrimination, and ensuring equality. **Vol. 2, The role of Federal civil rights enforcement efforts.** Washington: United States Commission on Civil Rights; 1999 Sep.

## 8. Part of one volume of a report

The health care challenge: acknowledging disparity, confronting discrimination, and ensuring equality. **Vol. 2, The role of Federal civil rights enforcement efforts.** Washington: United States Commission on Civil Rights; 1999 Sep. **Chapter 3, Implementing civil rights provisions; p. 52-138.**

## 9. Part of a report in language other than English

Rapport annuel de gestion [Annual administrative report]. Quebec City (QC): Agence d'Evaluation des Technologies et des Modes d'Intervention en Sante; 2003 Dec. **Chapitre 2, Les activites scientifiques en 2002-2003 [Chapter 2, Scientific activities in 2002-2003]; p. 14-22. French.**



## Box 1: Surnames with hyphens and other punctuation in them:

- Keep hyphens in surnames

Estelle Palmer-Canton *becomes* Palmer-Canton E

Ahmed El-Assmy *becomes* El-Assmy A

- Keep particles, such as O', D', and L'

Alan D. O'Brien *becomes* O'Brien AD

James O. L'Esperance *becomes* L'Esperance JO

U. S'adeh *becomes* S'adeh U

- Omit all other punctuation in surnames

Charles A. St. James *becomes* St James CA

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## Box 2: Other surnames rules:

- Keep prefixes in surnames

Lama Al Bassit *becomes* Al Bassit L

Jiddeke M. van de Kamp *becomes* van de Kamp JM

Gerard de Pouvourville *becomes* de Pouvourville G

- Keep compound surnames even if no hyphen appears

Sergio Lopez Moreno *becomes* Lopez Moreno S

Jaime Mier y Teran *becomes* Mier y Teran J

Virginie Halley des Fontaines *becomes* Halley des Fontaines V

[If you cannot determine from the title page whether a surname is compound or a combination of a middle name and a surname, look at the back of the title page (the copyright page) or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

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### Box 3: Given names containing punctuation, a prefix, a preposition, or particle:

- Disregard hyphens joining given (first or middle) names

Jean-Louis Lagrot *becomes* Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

D'Arcy Hart *becomes* Hart D

W. St. John Patterson *becomes* Patterson WS

De la Broquerie Fortier *becomes* Fortier D

Craig McC. Brooks *becomes* Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

Ch. Wunderly *becomes* Wunderly C

C. Fr. Erdman *becomes* Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov IuA

G. Th. Tsakalos *becomes* Tsakalos GTh

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### Box 4: Degrees, titles, and honors before or after a personal name:

- Omit degrees, titles, and honors such as M.D. following a personal name

James A. Reed, M.D., F.R.C.S. *becomes* Reed JA

Kristine Schmidt, Ph.D. *becomes* Schmidt K

Robert V. Lang, Major, US Army *becomes* Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

Sir Frances Hildebrand *becomes* Hildebrand F

Captain R.C. Williams *becomes* Williams RC

Dr. Jane Eberhard *becomes* Eberhard J

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## Box 5: Designations of rank in a family, such as Jr and III:

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

*Examples:*

Vincent T. DeVita, Jr. *becomes* DeVita VT Jr

James G. Jones II *becomes* Jones JG 2nd

John A. Adams III *becomes* Adams JA 3rd

Henry B. Cooper IV *becomes* Cooper HB 4th

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## Box 6: Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean):

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

- Romanize names if they are in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov IuA

G. Th. Tsakalos *becomes* Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked

Ä *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

Return to 4. Technical Reports / A. Entire Reports / Author/Editor

## Box 7: Non-English words for editor:

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

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## Box 8: Organizations as author:

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organization name

The American Cancer Society *becomes* American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

American Medical Association, Committee on Ethics.

International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

National Academy of Sciences (US).

Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

Canadian Association of Orthodontists; Canadian Dental Association.

American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the title page of a report as authors, use the names of the individuals as the author. Give the organization name as a note, if desired.

- For names of organizations in languages other than English:

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Istituto di Fisiologia Clinica del CNR.

Universitätsmedizin Berlin.

Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>]. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

or

[Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese, Japanese, and Korean. Place all translations in square brackets.

[Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

À *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

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## Box 9: No author can be found:

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

Morrison CP, Court FG, editors.

Walser E, translator.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the report. Do not use anonymous.

2004 national healthcare disparities report. Rockville (MD): Department of Health and Human Services (US), Agency for Healthcare Research and Quality; 2004 Dec. 227 p. (AHRQ publication; no. 05-0014).

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## Box 10: Options for author names:

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be used. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

Rastan S, Hough T, Kierman A, et al.

Adler DG, Baron TH, Davila RE, and others.

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### Box 11: E-mail address given:

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the publication
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

*Example:*

de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

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### Box 12: Abbreviations in affiliations:

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

*Examples:*

Acad. for Academy

Assoc. for Association

Co. for Company

Coll. for College

Corp. for Corporation

Dept. for Department

Div. for Division

Inst. for Institute or Institution

Soc. for Society

Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.
- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.
- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

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## Box 13: Organizational names for affiliations not in English:

- Provide the affiliation for reports authored by the performing organization unless the performing organization is also the publisher
- Place the affiliation after the last author unless the authors represent more than one organization (see Authors from more than one organization below)
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Use commas to separate the parts of the address. Place the address in parentheses.
- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

Marubini E, Rebora P, Reina G (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

Barbulescu M, Burcos T, Ungureanu CD, Zoderu-Popa I (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucurest, Romania).

Grudinina NA, Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia).

- Translate organizational names in character-based languages (Chinese, Japanese, Korean)

Susaki K, Bandoh S (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Ä treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ğ treated as g

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Return to 4. Technical Reports / A. Entire Reports / Author Affiliation

### Box 14: Names for cities and countries not in English:

- Use the English form for names of cities and countries whenever possible. However, the name found on the publication may always be used.

Moskva *becomes* Moscow

Wien *becomes* Vienna

Italia *becomes* Italy

Espana *becomes* Spain

Return to 4. Technical Reports / A. Entire Reports / Author Affiliation

### Box 15: Authors from more than one organization:

Reports may be collaborative efforts among more than one organization.

- Use a semicolon followed by a space to separate groups of authors from different organizations
- Include the address of each author or group of authors

*Example:*

Thompson LA, Chhikara RS (School of Natural and Applied Sciences, University of Houston, Clear Lake, TX); Conklin J (Lyndon B. Johnson Space Center, Houston, TX).

Return to 4. Technical Reports / A. Entire Reports / Author Affiliation

## Box 16: Titles not in English:

- Provide the name in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Contreras A, Drabo Y, Shimp L, de Quinteros P, Linares MA. L'operationnalisation a l'echelle des pratiques familiales cles en matiere de sante et de nutrition de l'enfant: le role du changement des comportements. Washington: Agency for International Development (US); 2004 Apr. 40 p. Report No.: PB2005-104459. French.

- Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

Rimashevskaya NM, Markov VI. Rossiya--1994. Sotsial'no-demograficheskaya situatsiya. Analiticheskii doklad. Moskow: Rossiiskaya Akademiya Nauk, Institut Sotsial'no-ekonomicheskikh Problem Narodonaseleniya; 1995. 207 p. Russian.

- Romanize or translate titles in character-based languages (Chinese, Japanese, Korean). Place translated titles in square brackets.

Xianggang chuan ran bing tong ji shu zi 1946-2001. Hong Kong: People's Republic of China, Disease Prevention and Control Division, Government of the Hong Kong Special Administrative Region, Department of Health; 2002. 83 p. Chinese.

or

[Statistics on infectious diseases in Hong Kong, 1946-2001]. Hong Kong: People's Republic of China, Disease Prevention and Control Division, Government of the Hong Kong Special Administrative Region, Department of Health; 2002. 83 p. Chinese.

- Provide an English translation after the original language one whenever possible; place translations in square brackets

Contreras A, Drabo Y, Shimp L, de Quinteros P, Linares MA. L'operationnalisation a l'echelle des pratiques familiales cles en matiere de sante et de nutrition de l'enfant: le role du changement des comportements [Operationalizing key family practices for child health and nutrition at scale: the role of behavior change]. Washington: Agency for International Development (US); 2004 Apr. 40 p. Report No.: PB2005-104459. French.

Rimashevskaya NM, Markov VI. Rossiya--1994. Sotsial'no-demograficheskaya situatsiya. Analiticheskii doklad [Russia--1994. The socio-demographic situation. An analytical report]. Moskow: Rossiiskaya Akademiya Nauk, Institut Sotsial'no-ekonomicheskikh Problem Narodonaseleniya; 1995. 207 p. Russian.

Xianggang chuan ran bing tong ji shu zi 1946-2001 [Statistics on infectious diseases in Hong Kong, 1946-2001]. Hong Kong: People's Republic of China, Disease Prevention and Control Division, Government of the Hong Kong Special Administrative Region, Department of Health; 2002. 83 p. Chinese.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Å treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ĝ treated as g

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

Return to 4. Technical Reports / A. Entire Reports / Report Title

## Box 17: Titles in more than one language:

- If a report is written in several languages:
  - Give the title in the first language found on the title page
  - List all languages of publication after the pagination and any report, contract, or grant numbers
  - Separate the languages by a comma and a space
  - End the list of languages with a period

*Example:*

Eidgenossische Volkszählung 1990: die Wohnbevölkerung der Gemeinden. Bern (Switzerland): Bundesamt für Statistik; 1993. 154 p. German, French, Italian.

- If a report is presented in two or more equal languages, as often occurs in Canadian publications:
  - Give all titles in the order they are given in the text, with an equals sign between them
  - List all languages after the pagination and any report, contract, or grant numbers
  - Separate the languages by a comma and a space
  - End the list of languages with a period

*Examples:*

Biotechnology and the health of Canadians: a report from the Canadian Biotechnology Advisory Committee on biotechnology and health innovations; opportunities, challenges, and public policy = Biotechnologie et la santé des Canadiens: rapport du Comité consultatif canadien de la biotechnologie sur la biotechnologie et l'innovation dans le domaine de la santé; aspects prometteurs, défis et politique publique. Ottawa (ON): Canadian Biotechnology Advisory Committee; 2004 Dec. 181 p. English, French.

Euler M. Genitale Verstümmelung von Mädchen und Frauen: Situationsbericht aus dem Sudan = Female genital mutilation: a report on the present situation in Sudan = Mutilations sexuelles chez les fillettes et les femmes: rapport sur l'état de la situation au Soudan. Aachen (Germany): Missio Aachen; 2002. 60 p. German, English, French.

- If none of the languages is English, follow the titles with a translation whenever possible. Place the translation in square brackets.

Eidgenössische Volkszählung 1990: die Wohnbevölkerung der Gemeinden [Federal population census 1990: the population of communities]. Bern (Switzerland): Bundesamt für Statistik; 1993. 154 p. German, French, Italian.

Mesle F, Shkol'nikov V, Hertrich V, Vallin J. Tendances récentes de la mortalité par cause en Russie 1965-1994 = Sovremennye tendentsii smertnosti po prichinam smerti v Rossii 1965-1994 [Recent trends in mortality by cause in Russia, 1965-1994]. Paris: Institut National d'Etudes Démographiques; 1996. 140 p. French, Russian.

Return to 4. Technical Reports / A. Entire Reports / Report Title

## Box 18: Titles containing a Greek letter, chemical formula, or another special character:

- Capitalize the first word of a report title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

alpha-Methyldopa sesquihydrate (feed studies).

1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment of administrative occupational exposure limits.

- If a report title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example,  $\Omega$  becomes omega.

Lindane ( $\gamma$ -hexachlorocyclohexane): health-based recommended occupational exposure limit.

or

Lindane (gamma-hexachlorocyclohexane): health-based recommended occupational exposure limit.

- If a report title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

Autoradiographic localization of [ $^{125}$ I]-ricin in lungs and trachea of mice following an aerosol inhalation exposure.

or

Autoradiographic localization of [(125)I]-ricin in lungs and trachea of mice following an aerosol inhalation exposure.

Return to 4. Technical Reports / A. Entire Reports / Report Title

## Box 19: Titles ending in punctuation other than a period:

- Most report titles end in a period. Place [microfiche], [microfilm], or [microcard] inside the period.

Blood carbon monoxide and hydrogen cyanide concentration in the fatalities of fire and non-fire associated civil aviation accidents, 1991-1998 [microfiche].

- If a title ends in another form of punctuation, keep that punctuation and follow [microfiche], [microfilm], or [microcard] with a period

Is peripheral benzodiazepine receptor (PBR) gene expression involved in breast cancer suppression by dietary soybean protein? [microfiche].

Return to 4. Technical Reports / A. Entire Reports / Type of Medium

## Box 20: Titles not in English:

- If a translation of a title is provided, give the translation after the original title and place it in square brackets

Travaux scientifiques des chercheurs du service de sante des armees [Scientific works of research workers of the army health service].

- If a report is in a microform (microfiche, microfilm, microcard, etc.), place the specific name of the microform after the square brackets for the translation

Untersuchungen zur Abtrennung von Schwermetallen aus Grubenwaessern mittels Mikroorganismen [Investigation of separation of heavy metals from mine water by microbes] [microfiche].

Return to 4. Technical Reports / A. Entire Reports / Type of Medium

## Box 21: Abbreviation rules for editions:

- Abbreviate common words found in edition statements:

Word	Abbreviation
edition	ed.
abbreviated	abbr.
abridged	abr.
American	Am.
augmented	augm.
authorized	authoriz.
English	Engl.
enlarged	enl.
expanded	expand.
illustrated	ill.
modified	mod.
original	orig.
reprint(ed)	repr.
revised	rev.
special	spec.
translation	transl.
translated	transl.

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

- Follow abbreviated words with a period and end all edition information with a period

3rd rev. ed.

1st Engl. ed.

Return to 4. Technical Reports / A. Entire Reports / Edition

## Box 22: Editions with dates:

Report titles are frequently followed by phrases such as "Annual report", "Interim report", and "Final report". These are considered editions.

- If such phrases are followed by a date or date range, include these dates as part of the edition statement
- Enter the dates in whatever format is found
- Place a period at the end of date information

*Examples:*

Final report for July 21, 1989 - June 21, 1990.

Final report. Jan-Nov 1999.

Annual summary 1 Jul 2000-31 Dec 2004.

Final report. May 2002-Mar 2005.

Report for 8 Jan 03-30 Mar 03.

Return to 4. Technical Reports / A. Entire Reports / Edition

## Box 23: Non-English words for editions:

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Provide the name in the original language
  - Abbreviate common words used in edition statements if the language is a familiar one
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  - Separate the edition from the title proper by a space
  - Retain the punctuation used in the edition statement
  - End the edition information with a period

### *Examples:*

Edición 1a.

5. ed. interamente riv. e aggiornata.

2. ed. veneta.

Nuova ed.

Seconda ed.

4a ed. rev. e ampliada.

2° ed. ampliada y actualizada.

- For an edition statement written in Cyrillic, Greek, Arabic, or Hebrew:
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].
  - Abbreviate common words used in edition statements if the language is a familiar one
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  - Separate the edition from the title proper by a space
  - Retain the punctuation used in the edition statement
  - Follow abbreviated words with a period and end all edition information with a period

### *Examples:*

Izd. 3., perer. i dop.

2. dopunjeno izd.

2. ekd. epeux.

3. ekd.

- For an edition statement written in a character-based language such as Chinese, Japanese, and Korean:
  - Transliterate or translate the words for edition
  - Do not abbreviate any of the words or omit any words
  - Use the capitalization system of the particular language
  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  - Separate the edition from the title by a space
  - Retain the punctuation used in the edition statement
  - End all edition information with a period

*Examples:*

Shohan.

Dai 1-han.

Dai 3-pan.

Di 3 ban.

Cai se ban, Xianggang di 1 ban.

Che 6-p`an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Return to 4. Technical Reports / A. Entire Reports / Edition

**Box 24: More than one type of secondary author:**

A report may have several types of secondary author.

- List all of them in the order they are given in the publication
- Separate each type of author and the accompanying role by a semicolon
- End secondary author information with a period

*Examples:*

Smith BC, editor; Carson HT, illustrator.

Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Return to 4. Technical Reports / A. Entire Reports / Editor and Other Secondary Authors



## Box 25: Secondary author performing more than one role:

A secondary author may perform more than one role.

- List all of them in the order they are given in the publication
- Separate the roles by "and"
- End secondary author information with a period

*Example:*

Jones AB, editor and translator.

Return to 4. Technical Reports / A. Entire Reports / Editor and Other Secondary Authors

## Box 26: Organization as editor:

On rare occasions an organization is listed as the editor.

- Follow the instructions for entering the organization name found under Organizations as author
- Place a comma, space, and the word editor after the organization name

Advisory Committee on Existing Chemicals of Environmental Relevance, editor. Naphthalin. Hicks R, translator. Weinheim (Germany): VCH; c1992. 155 p.

Return to 4. Technical Reports / A. Entire Reports / Editor and Other Secondary Authors

## Box 27: Non-English names for secondary authors:

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible to assist the reader. However, the wording found on the publication may always be used.
- To assist in identifying secondary authors, below is a brief list of non-English words for them:

Language	Word for Editor	Word for Translator	Word for Illustrator
French	redacteur	traducteur	illustrateur
	editeur		
German	redakteur	ubersetzer	erlauterer
	herausgeber	dolmetscher	
Italian	redattore	traduttore	disegnatore
	curatore		
Russian	editore	perevodchik	konstruktor
	redaktor		
Spanish	izdatel	traductor	ilustrador
	redactor		
	editor		

Return to 4. Technical Reports / A. Entire Reports / Editor and Other Secondary Authors

## Box 28: Non-US cities:

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva. However, the name as found on the publication may always be used.
  - Follow Canadian cities with the two-letter abbreviation for the name of the province, placed in parentheses:  
 Montreal (QC):  
 Ottawa (ON):  
 Vancouver (BC):
  - If the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.  
 London:  
 Rome:  
 Paris:  
 Madrid:  
*but*  
 Malaga (Spain): or Malaga (ES):  
 Basel (Switzerland): or Basel (CH):  
 Oxford (England): or Oxford (GB):
  - As an option, use the country name or country code after all cities not in the US or Canada
- Return to 4. Technical Reports / A. Entire Reports / Place of Publication

## Box 29: Joint publication:

- Two organizations may co-publish a report.
  - Use the city of the first organization found in the publisher position on the title page (or on the back of the title page if no publisher information appears on the title page) as the place of publication
  - Place the name of the second organization as a note at the end of the citation, if desired  
*Example:*  
 Monahan C, Szpur MV, Evans M, Craik D, Kubale MG, Maloney MM. Focus on Children community planning manual: needs assessment and health planning for children, including children with special health care needs. Rev. ed. Chicago: University of Illinois at Chicago, Division of Specialized Care for Children; 1996 Oct. 136 p. Grant No.: DHHS/PHS/HRSA MCJ-175005. Joint publication of the Division of Family Health, Illinois Department of Public Health, Springfield.
  - Do not give multiple places as place of publication or include multiple publishers
- Return to 4. Technical Reports / A. Entire Reports / Place of Publication

## Box 30: Multiple places of publication:

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
  - As an option, if one place is a US city and the other(s) are not, use the US city
- Return to 4. Technical Reports / A. Entire Reports / Place of Publication

### Box 31: No place of publication can be found:

- If no place of publication can be found on the title page or its verso (back), but one can be found elsewhere in the publication or can be reasonably inferred (e.g., Washington as the place for a publication of the Department of Health and Human Services), place the city in square brackets, such as "[Washington]"

[Deakin West (Australia)]: National Rural Health Alliance (AU); 1998 Feb. 74 p.

- If no place of publication can be found or inferred, use [place unknown]

[place unknown]: Western Health Foundation; 1985.

Return to 4. Technical Reports / A. Entire Reports / Place of Publication

### Box 32: Abbreviated words in publisher names:

- Commonly used words in names may be abbreviated, if desired

*Examples:*

Acad. for Academy

Assoc. for Association

Co. for Company

Coll. for College

Corp. for Corporation

Dept. for Department

Div. for Division

Inst. for Institute or Institution

Ltd. for Limited

Soc. for Society

Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
- Follow all abbreviated words with a period

Return to 4. Technical Reports / A. Entire Reports / Publisher

### Box 33: Non-English publishers:

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language

Montreal (QC): Agence d'Evaluation des Technologies et des Modes d'Intervention en Sante;

Rome: Istituto Superiore de Sanita;

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew

Moscow: Rossiiskaya Akademiya Nauk, Institut Sotsial'no-ekonomicheskikh Problem Narodonaseleniya;

- Romanize names or translate names presented in character-based languages (Chinese, Japanese, Korean). Place all translated publisher names in square brackets unless the translation is given in the publication.

Tokyo: Tokyo-to Kenko Anzen Kenkyu Senta;

Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

Peking (China): Mei tan gong ye bu zhi ye yi xue yan jiu suo;

[Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.].

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

Tokyo: Tokyo-to Kenko Anzen Kenkyu Senta [Tokyo Metropolitan Institute of Public Health];

- If the name of a division or other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

Tokyo: [Tokyo Metropolitan Institute of Public Health];

Return to 4. Technical Reports / A. Entire Reports / Publisher

### Box 34: Government agencies and other national and international bodies as publisher:

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

National Cancer Institute (US)

National Society on Alcoholism and Drug Dependence (NZ)

Royal Society of Medicine (GB)

Royal College of Physicians (AU), Paediatrics & Child Health Division

*but*

St. John's (NL): Government of Newfoundland and Labrador, Department of Health & Community Services; 2002.

- Do not confuse the publisher with the distributor, who disseminates documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and include distributor information as a note, preceded by the phrase "Available from: ".

Ewing RE, Flournoy L, Wall J, Wild J, Crooks R (Texas Engineering Experiment Station, College Station, TX). Disaster Relief and Emergency Medical Services (DREAMS): Texas A&M digital EMS and the detection and remediation of chemical threat agents. Annual report 1 Oct 2003-30 Sep 2004. Washington: Department of the Army (US), Medical Division; 2004 Oct. 36 p. Contract No.: DAMD170020010. Available from: NTIS, Springfield, VA; ADA435629.

Return to 4. Technical Reports / A. Entire Reports / Publisher

### Box 35: Joint publication:

Two organizations may co-publish a report.

- Use the first organization appearing in the publisher position on the title page or the verso (back) of the title page as the publisher
- Place the name of the second organization as a note at the end of the citation, if desired

Monahan C, Szpur MV, Evans M, Craik D, Kubale MG, Maloney MM. Focus on Children community planning manual: needs assessment and health planning for children, including children with special health care needs. Rev. ed. Chicago: University of Illinois at Chicago, Division of Specialized Care for Children; 1996 Oct. 136 p. Grant No.: DHHS/PHS/HRSA MCJ-175005. Joint publication of the Division of Family Health, Illinois Department of Public Health, Springfield.

- Do not give more than one name as publisher

Return to 4. Technical Reports / A. Entire Reports / Publisher

### Box 36: Multiple publishers:

- If more than one publisher is found in a report, use the first one given or the one set in the largest type or bold type
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the second as a note if desired. For example, use "Jointly published by ..." or "Joint publication of ...".

Monahan C, Szpur MV, Evans M, Craik D, Kubale MG, Maloney MM. Focus on Children community planning manual: needs assessment and health planning for children, including children with special health care needs. Rev. ed. Chicago: University of Illinois at Chicago, Division of Specialized Care for Children; 1996 Oct. 136 p. Grant No.: DHHS/PHS/HRSA MCJ-175005. Joint publication of the Division of Family Health, Illinois Department of Public Health, Springfield.

- End publisher information with a semicolon

Return to 4. Technical Reports / A. Entire Reports / Publisher

### Box 37: No publisher can be found:

- If no publisher can be found, use [publisher unknown]

Rome: [publisher unknown]; 1971.

Return to 4. Technical Reports / A. Entire Reports / Publisher

### Box 38: Multiple years of publication:

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

2002-2003

1997-1998

1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

1999 Oct-2000 Mar

2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

2005 Jan-Feb

1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Return to 4. Technical Reports / A. Entire Reports / Date of Publication

### Box 39: Non-English names for months:

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

*For example:*

mayo = May

luty = Feb

brezen = Mar

Return to 4. Technical Reports / A. Entire Reports / Date of Publication

### Box 40: Seasons instead of months:

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

*For example:*

balvan = Summer

outomno = Fall

hiver = Winter

pomlad = Spring

Return to 4. Technical Reports / A. Entire Reports / Date of Publication

### Box 41: No date of publication, but a date of copyright:

Reports by US government agencies are not copyrighted, but reports issued by the agencies of other countries and those published by performing organizations may be copyrighted. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005

*Examples:*

Framarin A. First-trimester prenatal screening for Down syndrome and other aneuploidies. Wickens M, translator. Montreal (QC): Agence d'Evaluation des Technologies et des Modes d'Intervention en Sante (CA); c2003. 81 p. Report No.: AETMIS 03-01.

Rosenbaum, S, Smith BM, Shin P, Zakheim MH, Shaw K, Sonosky CA, Repasch L. Negotiating the new health system: a nationwide study of Medicaid managed care contracts. 2nd ed. Johnson K, editor. Washington: George Washington University Medical Center, Center for Health Policy Research; c1998. 2 vols.

Return to 4. Technical Reports / A. Entire Reports / Date of Publication

## Box 42: No date of publication can be found:

- Reports by US government agencies are not copyrighted, but reports issued by the agencies of other countries and those published by performing organizations may be copyrighted.
- If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005

Plymouth Meeting (PA): ECRI; c2005.

Washington: Urban Institute; c2004.

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material contained in the report or in accompanying material, insert a question mark after the estimated date and place date information in square brackets

Los Angeles (CA): California Student Health Project; [1967?].

Return to 4. Technical Reports / A. Entire Reports / Date of Publication

## Box 43: Options for date of publication:

It is not NLM policy, but the following is an acceptable option:

The date of publication may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the year of publication only
- Place the year after the last named author, followed by a period
- End publisher information with a period

*NLM citation:*

Barker B, Degenhardt L. Accidental drug-induced deaths in Australia 1997-2001. Sydney (Australia): University of New South Wales, National Drug and Alcohol Research Centre; 2003. 46 p.

*Name-year system of citation:*

Barker B, Degenhardt L. 2003. Accidental drug-induced deaths in Australia 1997-2001. Sydney (Australia): University of New South Wales, National Drug and Alcohol Research Centre. 46 p.

Return to 4. Technical Reports / A. Entire Reports / Date of Publication

## Box 44: Roman numerals for pages:

If all of the pages (not just the introductory pages) of a report have roman numerals instead of the usual arabic numbers:

- Convert the roman numeral on the last page of the text to an arabic number
- Follow the number by "p."
- Place the number and "p." in square brackets, such as [12 p.]
- End page information with a period

*Example:* [20 p.].

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### Box 45: No numbers appear on the pages of the report:

Occasionally, a report will have no numbers on its pages. If the entire publication has no page numbers:

- Count the total number of pages of the text
- Express the total as leaves, not pages
- End with a period

*Example:* 37 leaves.

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### Box 46: Language for describing physical characteristics:

If a report is published on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space

5 microfiche:

3 reels: [of microfilm]

1 microcard:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches. Separate types of information by commas.

*Typical words used include:*

color

black & white

positive

negative

4 x 6 in. (standard microfiche size)

3 x 5 in. (standard microcard size)

35 mm. (a standard microfilm size)

16 mm. (a standard microfilm size)

*Examples of complete physical description statements:*

3 microfiche: color, positive, 4 x 6 in.

5 microcards: black & white, 3 x 5 in.

1 reel: black& white, negative, 35 mm.

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### Box 47: Multiple series:

- If a report has more than one series, list them in the order found on the report
- Separate the two series statements with a semicolon and a space
- End series information with a period, placed outside the closing parenthesis of the last series

*Example:*

Burt CW, Arispe IE. Characteristics of emergency departments serving high volumes of safety-net patients: United States, 2000. Hyattsville (MD): National Center for Health Statistics; 2004. 16 p. (DHHS publication; no. (PHS) 2004-1726); (Vital and health statistics. Series 13, Data from the National Health Care Survey; no. 155).

[Return to 4. Technical Reports / A. Entire Reports / Series](#)

### Box 48: Grant or contract number as well as report number:

- If both a report number and a grant or contract number are found, give the report number first

Report No.: TR-203-AHRQ. Contract No.: 290-02-0010.

Report No.: NASA/TP-2003-210791. Grant No.: NASA 9-1083.

- If both a contract number and a grant number are provided, give them in the order found on the report

Report No.: PIP-026054. Contract No.: AID/dpe-C-1028. Grant No.: AID/pha-G-1198.

Report No.: CPFH 13515cr982. Grant No.: OTR-G-1702. Contract No.: DPE-0632 00-1029-00.

[Return to 4. Technical Reports / A. Entire Reports / Report Number](#)

### Box 49: Report number as well as grant or contract number:

- If both a report number and a grant or contract number are found, give the report number first

Report No.: TR-203-AHRQ. Contract No.: 290-02-0010.

Report No.: NASA/TP-2003-210791. Grant No.: NASA 9-1083.

[Return to 4. Technical Reports / A. Entire Reports / Contract Number or Grant Number](#)

### Box 50: Both a contract number and a grant number:

- If both a contract and a grant number are provided, give them in the order found on the report

Grant No.: 044640. Contract No.: N01-oD-42139.

Contract No.: AID/dpe-C-1028. Grant No.: AID/pha-G-1198.

[Return to 4. Technical Reports / A. Entire Reports / Contract Number or Grant Number](#)

## Box 51: Multiple contract or grant numbers:

- If more than one contract or grant number are found, give them both in the order they appear in the report, separated by a semicolon

Grant No.: NASA NCC10-52; Grant No: NASA NAG10-291.

Contract No.: DPE-3004-00-A-2018-00; Contract No.: DPE-3004-00-A-6057-00.

Return to 4. Technical Reports / A. Entire Reports / Contract Number or Grant Number

## Box 52: Reports appearing in more than one language:

- If a report is written in several languages:
  - Give the title in the first language found on the title page
  - List all languages of publication after the pagination and any report, contract, or grant numbers
  - Separate the languages by a comma and a space
  - End the list of languages with a period

*Example:*

Eidgenossische Volkszählung 1990: die Wohnbevölkerung der Gemeinden. Bern (Switzerland): Bundesamt für Statistik; 1993. 154 p. German, French, Italian.

- If a report is presented in two or more equal languages, as often occurs in Canadian publications:
  - Give all titles in the order they are given in the text, with an equals sign between them
  - List all languages after the pagination and any report, contract, or grant numbers
  - Separate the languages by a comma and a space
  - End the list of languages with a period

*Examples:*

Biotechnology and the health of Canadians: a report from the Canadian Biotechnology Advisory Committee on biotechnology and health innovations; opportunities, challenges, and public policy = Biotechnologie et la santé des Canadiens: rapport du Comité consultatif canadien de la biotechnologie sur la biotechnologie et l'innovation dans le domaine de la santé; aspects prometteurs, défis et politique publique. Ottawa (ON): Canadian Biotechnology Advisory Committee; 2004 Dec. 181 p. English, French.

Euler M. Genitale Verstümmelung von Mädchen und Frauen: Situationsbericht aus dem Sudan = Female genital mutilation: a report on the present situation in Sudan = Mutilations sexuelles chez les fillettes et les femmes: rapport sur l'état de la situation au Soudan. Aachen (Germany): Missio Aachen; 2002. 60 p. German, English, French.

- If none of the languages is English, follow the titles with a translation whenever possible. Place the translation in square brackets.

Eidgenossische Volkszählung 1990: die Wohnbevölkerung der Gemeinden [Federal population census 1990: the population of communities]. Bern (Switzerland): Bundesamt für Statistik; 1993. 154 p. German, French, Italian.

Mesle F, Shkol'nikov V, Hertrich V, Vallin J. Tendances récentes de la mortalité par cause en Russie 1965-1994 = Sovremennye tendentsii smertnosti po prichinam smerti v Rossii 1965-1994 [Recent trends in mortality by cause in Russia, 1965-1994]. Paris: Institut National d'Etudes Démographiques; 1996. 140 p. French, Russian.

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### Box 53: Reports available from NTIS or GPO:

Most US government agency publications are distributed not by the agency but by either the US Government Printing Office (GPO) or the National Technical Information Service (NTIS).

- Begin by citing the report, including any report, contract, or grant numbers
- Enter the phrase "Available from:" and follow it with a space
- Give the name of the distributor, followed by the city and state, then a semicolon and a space
- Add the accession number of the report
- End with a period

*Examples:*

Ewing RE, Flournoy L, Wall J, Wild J, Crooks R (Texas Engineering Experiment Station, College Station, TX). Disaster Relief and Emergency Medical Services (DREAMS): Texas A&M digital EMS and the detection and remediation of chemical threat agents. Annual report 1 Oct 2003-30 Sep 2004. Washington: Department of the Army (US), Medical Division; 2004 Oct. 36 p. Contract No.: DAMD170020010. Available from: NTIS, Springfield, VA; ADA435629.

Boren JJ, Onken LS, Carroll KM, editors. Approaches to drug abuse counseling. Bethesda (MD): National Institute on Drug Abuse (US), Behavioral Treatment Development Branch; 2000 Jul. 129 p. (NIH publication; no. 00-4151). Available from: US Government Printing Office, Washington, DC; HE 20.3952:D 84/5.

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### Box 54: Reports accompanied by a videocassette, CD-ROM, DVD, etc.:

- If a report has supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or another medium, begin by citing the report. Add the phrase "Accompanied by:" followed by a space and the number and type of the medium.

Human energy requirements: report of a Joint FAO/WHO/UNU Expert Consultation on Human Energy Requirements. Rome: Food and Agricultural Organization of the United Nations; 2004. 96 p. (FAO food and nutrition series; 18133932). Accompanied by: 1 CD-ROM.

Mesle F, Shkol'nikov V, Hertrich V, Vallin J. Tendances recentes de la mortalite par cause en Russie 1965-1994 = Sovremennye tendentsii smertnosti po prichinam smerti v Rossii 1965-1994 [Recent trends in mortality by cause in Russia, 1965-1994]. Paris: Institut National d'Etudes Demographiques; 1996. 140 p. French, Russian. Accompanied by: 2 floppy disks.

Return to 4. Technical Reports / A. Entire Reports / Notes

## Box 55: Other types of material to include in notes:

The notes element may be used to provide any information that the compiler of the reference feels is useful to the reader. Begin by citing the report, then add the note. Some examples of notes are:

- If the report was sponsored by or prepared for an organization or organizations other than the publisher, give the name(s)  
Gostin LO, Hodge JG Jr (Georgetown University Law Center, Center for Law and the Public's Health, Washington, DC). State public health law assessment report. [Seattle (WA)]: Washington University, Turning Point National Program Office; 2002 Apr. 51 p. Sponsored by the Turning Point Public Health Statute Modernization National Excellence Collaborative; publication supported by a grant from the Robert Wood Johnson Foundation.
- If the report is translated or otherwise adapted from another publication, give the name of the original  
Framarin A. First-trimester prenatal screening for Down syndrome and other aneuploidies. Wickens M, translator. Montreal (QC): Agence d'Evaluation des Technologies et des Modes d'Intervention en Sante (CA); c2003. 81 p. Report No.: AETMIS 03-01. Translation of "Le Depistage Prenatal du Syndrome de Down et d'Autres Aneuploidies au Premier Trimestre de la Grossesse."
- If the report is not a common one, give the name of a library or other archive where it may be found. Begin with the phrase "Located at" followed by a colon and a space.  
Pinkau K, Ronn O, editors. Environmental standards: scientific foundations and rational procedures of regulation with emphasis on radiological risk management. Jager G, Kais-Heinrich S, translators. Berlin (Germany): Berlin Academy of Sciences and Technology; 1998. 393 p. Located at: National Library of Medicine, Bethesda, MD; 1998 G-004.
- If the report contains material of particular interest to the audience that may not be apparent from the title, describe it  
Rosenbaum S, Kamoie B, Collins C, Zuvekas A. Analysis of CareFirst's performance as a charitable not-for-profit health insurance company in the National Capital Area: report to the DC Appleseed Center for Law and Justice. Washington: George Washington University Medical Center, School of Public Health and Health Services, Center for Health Services and Policy; 2003 Oct. 62 p. This analysis focuses particularly on the District of Columbia and Northern Virginia.

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## Box 56: Non-English names for parts:

- Provide the name in the original language for non-English names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Tabelle 5.3

Figura 10a

Chapitre 2

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsol/roman.html>].

Risunok 6

Parartema 4

- Romanize or translate titles in character-based languages (Chinese, Japanese, Korean). Place translated titles in square brackets.

Ichiran-hiyo 3 or [Table 3, ]

- Provide an English translation, if possible, after the original language title, placed in square brackets

Anexo, Creacion de las especialidades medicas [Appendix, Beginnings of medical specialties]; p. 275-81. Spanish.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat a letter marked with diacritics or accents as if it were not marked.

À treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ô treated as o

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters.

æ treated as ae

œ treated as oe

- To help identify parts in other languages, see the following examples:

Language	Chapter	Table	Figure	Appendix	Section
French	Chapitre	Tableau	Figure	Appendice	Section
German	Kapitel	Tabelle	Abbildung	Anhang	Sektion
			Figur	Appendix	Abteilung
Italian	Capitolo	Tabella	Figura	Zusatz	
				Appendice	Parte
Russian	Glava	Tablitsa	Risunok	Prilozenie	Sezione
					Sekcija
					Otdel
Spanish	Capitulo	Tabla	Figura	Apendice	Otdelenie
					Seccion

Language	Chapter	Table	Figure	Appendix	Section
					Parte
Return to 4. Technical Reports / B. Parts of Reports / Name and Number/Letter					

### Box 57: No letter or number follows the name:

- Occasionally, an author will label a part as simply "Table", "Figure", "Appendix", or another name without following the name with any letter or number. In this case, give whatever name is used for the part and follow it with a comma and the title.

Appendix, Timetable of human prenatal development 1 to 6 weeks; p. 516-7.

Return to 4. Technical Reports / B. Parts of Reports / Name and Number/Letter

### Box 58: No name appears:

- If the part being cited is clearly a table, figure, or appendix or similar part but it is not labeled as such, place the name within square brackets and follow it with any identifying number or letter

[Figure], Protein binding and drug disposition; p. 212.

- If the part being cited is not a table, figure, or appendix and has no other identifying name such as "section", begin with the title of the part

Data and calculations required for a life table; p. 146.

Sialography; p. 1029-30.

Return to 4. Technical Reports / B. Parts of Reports / Name and Number/Letter

## Box 59: Non-English titles for parts:

- Provide the name in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
 

Tabla 10, Etiologia de la esplenomegalia secundaria a procesos infecciosos; p. 109. Spanish.

Chapitre 4, Le virage de la jouissance; p. 91-102. French.
- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].
 

Risunok 2, Tendentsii smertnosti i prodolzhitel'nosti zhizni naseleniya Ukrainy v poslevoennyi period; p. 53. Russian.
- Romanize or translate titles in character-based languages (Chinese, Japanese, Korean). Place the translation in square brackets.
 

10 Shoyo, Anchi eijingu igaku; p. 23-45. Japanese.

[Figure 9, Annual progression of swine influenza in Seoul]; p. 44. Korean.
- Provide an English translation, if possible, after the original language title. Place the translation in square brackets.
 

Tableau 5, Principaux marqueurs biologiques de l'etat nutritionnel [Table 5, Principal biological markers of nutritional state]; p. 33. French.

10 Shoyo, Anchi eijingu igaku [Chapter 10, Anti-aging medicine]; p. 23-45. Japanese.
- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked.
 

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u
  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters.
 

æ *treated as* ae

œ *treated as* oe

Return to 4. Technical Reports / B. Parts of Reports / Title



## Box 60: Titles containing a Greek letter, chemical formula, or other special character:

- Capitalize the first word of the title of a part unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

Figure 10, n-alkenes on capillary columns with stationary phases of C87 hydrocarbon, Apiezon L, CW-20M; p. 374.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example,  $\Omega$  becomes omega.

Figure 3, Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of  $\gamma$ -radiation; p. 566.

*may become*

Figure 3, Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of gamma-radiation; p. 566.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses.

Table 4, Glycoprotein mediated transport of  $\text{NH}^3$  into red blood cells; p. 149.

*may become*

Table 4, Glycoprotein mediated transport of  $\text{NH}(3)$  into red blood cells; p. 149.

[Return to 4. Technical Reports / B. Parts of Reports / Title](#)

## Box 61: No title appears:

Occasionally a part does not have a formal title, only a legend (explanatory text) for the table, figure, appendix, or other part. When this occurs:

- Create a title from the first few words of the text. Use enough words to make the constructed title meaningful.
- Place the created title within square brackets

Table, [Waist-hip ratio ranges and the sample sizes for women aged 40 to 59]; p. 72.

Appendix, [Excerpts from "Prescription Pain Medications: Frequently Asked Questions and Answers for Health Care Professionals"]; p. 296-301.

[Return to 4. Technical Reports / B. Parts of Reports / Title](#)

## Box 62: Roman numerals for page numbers:

- Contrary to the practice with volume and issue numbers, keep roman numerals when they are used as page numbers
- Give roman numerals in upper or lower case, whichever appears in the publication

Appendix 2, Common aquatic invertebrates; p. XXI-XXII.

Table 8, Classification of lung adenocarcinoma; p. xv.

[Return to 4. Technical Reports / B. Parts of Reports / Location \(Pagination\)](#)

### Box 63: Part paginated separately:

- A part such as an appendix or a group of tables may be given its own pagination and begin anew with page one. When this occurs, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.].

Appendix 3C, Description of model output tables and graphs; [7 p.].

Return to 4. Technical Reports / B. Parts of Reports / Location (Pagination)

### Box 64: No page numbers appear on the pages of the part:

Occasionally, a table, figure, appendix, or another part will appear on a page that is not numbered.

- If only the part to be cited has no page numbers, identify the location in relation to numbered pages. For example: preceding p. 17 or following p. 503. Place such phrases in square brackets.

Figure 5, Modeling the risk of in-hospital death following lung resection; [preceding p. 55].

Appendix, Patient questionnaire; [following p. 17].

- If the entire report has no page numbers or the part cannot be easily located in relation to numbered pages, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.]

Table, Checklist of symptoms; [1 p.].

Return to 4. Technical Reports / B. Parts of Reports / Location (Pagination)